

CITY OF TUSCALOOSA)
STATE OF ALABAMA)

REQUEST FOR PROPOSALS

(A13-1010)

TO: Qualified Firms

FROM: The City of Tuscaloosa, Alabama

**RE: Request for Proposals for Professional Construction Management
Services for: The Edge Business Resource Center**

DATE: November 13, 2013

Section 1. Introduction.

This is a Request for Proposals ("RFP") containing information concerning the above-referenced matter, an abbreviated scope of work, and evaluation items. Firms expressing interest should be fully capable of providing the end results requested.

This is a procurement of professional construction management services as more particularly described herein. The City of Tuscaloosa ("City") will adhere to the following method for conducting evaluations of received RFPs:

- a. Each firm's experience and qualifications will be evaluated primarily as they relate to the firm's ability to provide professional construction management services.
- b. Awards will be made to the responsible firm or firms whose Statement of Qualifications is most advantageous to the City.
- c. The City may or may not elect to interview any of the responding firms.
- d. The City has exclusive and sole discretion to determine the firm or firms whose services will be most advantageous to the City, and reserves the right to reject all firms.

- e. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The purpose of this inquiry is to determine the interest or non-interest and the qualifications of firms in providing the professional services required. A number of firms may be asked to express their interest in regard to these services. Following the receipt of Proposals, a certain firm or firms may be selected for further consideration.

Section 2. Scope of Services.

The City of Tuscaloosa seeks the services of a professional construction manager which has the knowledge, experience and expertise to perform the services as requested.

The project of interest is as follows:

The City Of Tuscaloosa proposes to construct a Business Resources Center (known as "The Edge"). This project will be located at 2627 – 10th Avenue, Tuscaloosa, Alabama, 35401.

The City will construct The Edge as a partnership with the Chamber of Commerce of West Alabama, the University of Alabama and support from the State of Alabama and the Department of Housing and Urban Development. This center will provide business development services to small businesses, including incubation space available at below-market rates, administrative support, counseling and mentoring, education and training, minority business support, and access to funding sources. The facility will provide business development services to both social entrepreneurs and traditional for-profit businesses. Additionally, the facility will be constructed with a safe room, which will be constructed to FEMA standards and will support those persons within the facility during a severe weather event.

The City will also make substantial improvements to the 10th Avenue Corridor, which will facilitate access for residents to The Edge. This will include widening of existing roadway, water and sewer improvement and a shared use path to improve connectivity to the Rosedale Development as well as to other areas of the City.

The City Of Tuscaloosa will oversee all construction for this project with additional resources of architectural, engineering and construction firms that will be selected through the appropriate bid procedures.

The estimated construction cost is \$6.5m. Funding sources are Alabama Department of Economic and Community Affairs (ADECA) and Economic Development Administration (EDA) (pending). Building is projected to be 16,000 square feet. Safe room must be built to Federal Emergency Management Agency (FEMA) standards, and will be included in the project scope.

The Construction Manager would be expected to cooperate and work with the City and the Architect from the beginning of design through construction completion, and with all Trade Contractors and suppliers on the Project. The Construction Manager would be expected to provide leadership on all matters relating to construction of the Project.

Services may include the following: consultation with City and Architect during project design; development of a Project Schedule; development of a project budget estimate; review of drawings and specifications; construction planning; bid phase services for the various Trade Contractors; services during construction, including holding and attending meetings, projects control, maintaining competent full-time staff at the project site, traffic control plan, project schedule monitoring, cost control and accounting, coordinating change orders; development of procedure to review, verify and process Trade Contractors' pay requests; obtain required permits; assist City in selecting required consultants, such as surveyors; review of safety programs of each Trade Contractor; establish and implement procedures for expediting the processing and approval of shop drawings and samples; record project progress; maintain on-site records; determine substantial completion; ensure all punch list items are completed; collect and deliver to City any written warranties or guarantees; constantly observe and inspect for differing site conditions.

The City reserves the right, subject to negotiation and agreement, in writing, with the selected firm or firms, to either expand or limit the scope of services as needed.

The selected firm will be required to have sufficient personnel to complete the tasks required by this scope of services. The selected firm will complete the required tasks in a timely and efficient manner.

Section 3. Firm Qualification and Proposal Requirements

The selected firm must be experienced and qualified to provide the required scope of services. To be eligible, the firm will be required to be licensed and approved for work within the State of Alabama. The firm selected must have expertise related to the general Scope of Services set forth in Section 2.

Firms interested in performing the work will be considered on the basis of a Proposal containing information submitted in response to this request in a form limited to five (5) pages in 12-point font or larger of either Times New Roman or Arial. Front and back shall be considered 2 pages.

Proposals are due by close of business on Wednesday, December 4, 2013. Proposals received after this deadline will not be accepted.

All proposals should be submitted in 8 1/2" x 11" paper size. Each proposal shall be prepared simply and economically, providing straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. Fancy binding and color displays other than those necessary are highly discouraged.

Provide three (3) bound copies to:

**Grant Wilson, Associate City Attorney
Office of the City Attorney
City of Tuscaloosa
Post Office Box 2089
Tuscaloosa, Alabama 35403-2089
(205) 248-5140**

**Courier address:
Office of the City Attorney
2201 University Blvd.
Tuscaloosa, Alabama 35401**

The following information must be submitted with the proposal on the date indicated above:

- a. Recently Completed Projects. Evidence of satisfactory performance of recently completed projects of the type indicated above. Relevant Construction Management experience will be judged on the basis of the experience of those individuals named to the firm's project team for this project. Elements of recently completed projects are as follows:

1. Address of project.
2. Contact person.

3. Construction cost.
 4. Whether renovation or new construction. (10 points)
- b. **Experience and Qualifications.** A statement of the firm's qualifications to perform the work and years in business. The statement should include the following:
1. The general experience of the firm. (10 points)
 2. The specific experience of the proposed personnel in the fields that the proposed services are requested, their qualifications, years of experience, professional certifications and availability to perform the work and services to be provided. (10 points)
 3. A statement of experience and work of similar nature that all the proposed personnel have performed. (10 points)
 4. A statement as to whether the firm or any subcontractors are a minority or woman owned business enterprise. (1 point)
 5. A statement as to professional standing including any pending controversies outstanding. If none exists, such a statement should be made. (pass/fail)
 6. A list of qualified persons in other disciplines required for the proposed services to be acquired from outside sources, if applicable. (pass/fail)
- c. Please include a statement as to potential general conflicts of interest that would prevent the City of Tuscaloosa from entering into an agreement with your firm pursuant to this RFP. If none exists, such a statement should be made. (pass/fail)
- d. Proposed fee. Please include the following:
1. The Construction Manager's proposed percentage fee for Design and Bid Phase Services and Construction Phase Services. (Note: the Construction Manager's fee will be calculated as a percentage of project construction cost. Construction costs are defined as the total of all trade contracts for the Project at the time of

initial award thereof by the Owner. Construction costs shall exclude the compensation of the Architect and the compensation of the Construction Manager, as well as their costs and expenses, the cost of the land, right-of-way, financing or any other costs which are the responsibilities of the Owner. Included in the Construction Manager's fee are the following: 1. Salaries or other compensation of the Construction Manager's employees at the principal office and branch offices, including salary, truck and cell of Project Manager. 2. General operating expenses of the Construction Manager's principal and branch offices other than the field office. 3. Any part of the Construction Manager's capital expenses, including interest on the Construction Manager's capital employed for the Project. 4. Overhead or general expenses of any kind and, except for reimbursables enumerated in the contract, all other cost or expenses of the Construction Manager associated with the contract.)

2. A proposed reimbursable expense schedule. (Note: Reimbursable expenses are in addition to the compensation for basic and additional services and include actual expenditures made by the Construction Manager in the interest of the Project for the expenses listed in the schedule. Any other reimbursable expenses must be with the prior written consent and approval of the Owner or the Owner's designated representative. Full-time project supervisor and helper are allowable reimbursable expenses. City may elect to furnish own trash dumpster, but this item should be included in the reimbursable expense schedule for the City's consideration.)

(20 points)

The City reserves the right to reject any Proposal and to interview a firm or multiple firms as it sees fit. There is no guarantee that a contract award will be made pursuant to this RFP. This RFP may be modified or amended at any time and for any reason, in the discretion of the City.

Any questions by the firm related to this RFP should be submitted in writing along with the firm's proposal. In the interest of fairness and in order to maintain impartiality, the City may not respond to questions from individual firms during the RFP process, other than questions related to the procedure for responding to the RFP.

END RFP.